



Middletown Public Schools

Patricia Charles, Ed.D., Superintendent of Schools

April 21, 2016

Ms. Linda Bettencourt
City & Town Clerk
Municipal Building
245 deKoven Drive
Middletown, CT 06457

Dear Ms. Bettencourt:

The Middletown Board of Education **Communications Committee** will meet on Wednesday, **April 27, 2016 at 4:00 PM** at the Dr. Alfred B. Tychsen Administration Building, 311 Hunting Hill Avenue, Middletown in the Board Room (Room #1, Board Room). The agenda for this meeting is as follows:

AGENDA

- Business Card Sample Order
- Stationery Template
- Facebook Update
- Communications with Families
- Other

Sincerely,

A handwritten signature in cursive script that reads "Marcy Poppel".

Marcy Poppel

MP/

cc: Board Members
Patricia Charles, Ed.D., Superintendent of Schools
Enza Macri, Associate Superintendent